

APPRAISAL OF EMPLOYEE FOR PROMOTION TO SUPERVISORY POSITION ABOVE FIRST LEVEL

INSTRUCTIONS - An employee's performance in his her present position or assignment will be rated *only* on those factors that are directly related to the requirements of the position to be filled. The rating factors checked below represent these requirements. Check the gradation that reflects the employee's performance in the identified factors and sign and date the form. Single appraisals must be reviewed by a higher level supervisor. If possible, the employee's signature should be obtained if the appraisal is discussed with him/her.

NAME OF EMPLOYEE

PRESENT POSITION AND GRADE

STATION NAME AND LOCATION

CHECK	RATING FACTOR	PERFORMANCE LEVEL					
		FAILS TO MEET REQUIRE- MENTS (A)	NEEDS SOME IMPROVE- MENT (B)	MEETS REQUIRE- MENTS (C)	EXCEEDS REQUIRE- MENTS (D)	EXCEP- TIONAL PERFORM- ANCE (E)	NOT OBSERVED (F)
	PERSONAL ATTRIBUTES -- APPLICABLE TO ALL LEVELS						
	1. Judges employees objectively and fairly on their ability, and situations on the facts and circumstances.						
	2. Maintains poise and adjusts to change, work pressures, or difficult situations without undue stress.						
	3. Considers new ideas, the views of others, or divergent points of view.						
	4. Exhibits confidence, positive attitude, and firmness of position without an indication of inflexibility.						
	GENERALLY APPLICABLE TO LOWER ECHELON SUPERVISORS						
	5. Establishes rapport, gains respect and cooperation, inspires and motivates, and works effectively with subordinates who have a variety of backgrounds and training.						
	6. Accomplishes the quality and quantity of work expected, with adequate controls and within set limits of cost and time.						
	7. Plans and organizes work, defines assignments, and carries out assignments effectively.						
	8. Coordinates the work with that of other related activities.						
	9. Demonstrates skill in developing improvements in work methods or designing new procedures.						
	GENERALLY APPLICABLE TO HIGHER ECHELON SUPERVISORS						
	10. Establishes rapport, gains respect and cooperation, inspires and motivates, and deals effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.						
	11. Adjusts work operations to meet emergent or changing requirements within available resources, maintaining proper controls, and with a minimum sacrifice in quantity or quality.						
	12. Establishes work objectives and standards, programs to accomplish objectives, and assesses progress.						
	13. Coordinates and integrates the work activities of several organizational segments or several different projects.						
	14. Absorbs new concepts, analyzes organizational and operational problems and issues, and develops timely and economical solutions.						